## California Department of Veterans Affairs

## Honoring California's Veterans



(760) 252-6282

(760) 252-6234

Voice:

TDD:

**Classification:** 

**Activity Coordinator** 

**Permanent Full Time/ (2) positions** 

\$2218-\$2696 per month

**Location:** 

Veterans Home of California-Barstow

Who Should

Apply: Current State employees within this classification or those who are eligible

> on a certification list, transfers, or reinstatements. Applicants must possess and submit with application, a certificate of attendance in a

**State Approved Activity Coordinator Training Course.** 

SROA/SURPLUS PROVISIONS APPLY.

**Duties and Responsibilities:** 

> Plans, coordinates, and carries out activities which involve geriatric patients, including discussion and study groups, reading, gardening, games, exercise, art, music, creative ventures and religious and educational pursuits; assists in developing activity plans to carry out the goals of individual activity programs; plans and recommends program activities to the interdisciplinary team; coordinates activity schedules with other patient services; requests and maintains equipment and supplies; maintains a current record of the type and frequency of activities and the names of patients participating in each activity; prepares routine activity reports documenting the participation of each patient; and develops and maintains appropriate contacts with community resources.

## **Desirable Qualifications:**

- Knowledge of principles, techniques and trends of activity programs.
- Ability to plan, organize and carry out program activities for geriatric residents.
- Demonstrated ability to provide objective and empathetic understanding of the elderly.
- Demonstrates evidence of tolerance, tact and emotional stability.

How to Apply:

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs

Veterans Home of California, Barstow

100 E. Veterans Parkway Barstow, CA 92311 Attn: Angie Reimer

**Final Filing Date: Until filled** 

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 10/09/08